

**Response Coordination Team Minutes - Draft  
September 15, 2011**

**Present:** Kathleen Bodie, Joe Curro, Christine Elliot, Nancy Rhoads, Joan Roman, Miriam Stein, Dave Swaim

**Absent:** Fred Ryan

**June Minutes:** The minutes were approved unanimously as ammended.

**Response Plan:** Input was provided regarding clarifications. A statement will be added in an effort in clarify what is meant by “hate crime.” Nancy Rhaods will make the changes for discussion at the next meeting.

**Review & Revise RACI matrix/protocols:** The RACI matrix was finalized. The flow chart will be reviewed at the next meeting.

**Proclamation:** Discussion revolved around the intent of the proclamation. It was agreed that the aim is for it to be a statement to include: an acknowledgement of the Town’s history of working together to create a welcoming community, support of people’s right to live free from discrimination, and a declaration of support for the RCT. We also discussed language usage: the pros and cons of using terms such as, “hate crime,” “discrimination,” “civil rights violation,” and “human rights violation.” Joe Curro will work on another draft for the next meeting.

**Resources:** It was suggested that, rather than provide a detailed list of organizations, we attempt to identify another website which maintains such a list. Nancy Rhoads will work on this.

**Next Meeting:** The next meeting is scheduled for October 11, 2011 at 4:30. The goal is to finalize the proclamation, the Response Plan, the flow chart, and the draft resonse templates for Town leaders.